

TREASURER-TAX COLLECTOR

BUDGET UNIT: CENTRAL COLLECTIONS (AAA TCC)

I. GENERAL PROGRAM STATEMENT

Central Collections is a division of the Treasurer Tax Collector. The function of the division is to provide a credit bureau and collection service for the county, as well as accounting and collections of court ordered payments. The division's purpose is to centrally coordinate the county's collection functions. Total collections by the division are estimated at \$14 million for 2001-02. The majority of these collections are from court-ordered fines and the Arrowhead Regional Medical Center's delinquent accounts receivable.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	4,262,614	6,142,170	4,347,924	6,479,645
Total Revenue	5,326,179	6,142,170	5,322,887	6,479,645
Local Cost	(1,063,565)	-	(974,963)	-
Budgeted Staffing		88.5		89.5
<u>Workload Indicators</u>				
Total collection (\$)	17,941,476	14,000,000	21,120,282	14,000,000
Open accounts	192,526		226,798	
Assigned accounts	110,857		155,566	

Actual expenditures and revenue for 2000-01 were lower than the adopted budget primarily because Central Collection could not begin collecting traffic court accounts until April 2001.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has increased a net 1.0 position. This is due to the addition of three collection officers and one supervising collections officer, which are being transferred from Arrowhead Regional Medical Center's budget to Central Collections to improve collections of medical accounts. Budgeted positions also have decreased by 3.0 due to a mid-year action eliminating the Central Collections Accounting Manager position and a fiscal clerk position and the transfer of the Department IS Manager position from Central Collections to Treasurer-Tax Collector.

PROGRAM CHANGES

Transfers represent reimbursement to the Treasurer-Tax Collector's budget for administrative costs. These costs have increased \$89,661 in order to partially fund the Treasurer-Tax Collector Finance Officer position (created via a mid-year Board action) and for the Department Information Services Manager position which has been transferred to the Treasurer-Tax Collector's budget.

TREASURER/TAX COLLECTOR

GROUP: Fiscal
DEPARTMENT: Treasurer Tax Collector (Central Collections)
FUND: General AAA TCC

FUNCTION: General
ACTIVITY: Finance

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	2,781,978	3,778,423	3,790,904	117,358	3,908,262
Services and Supplies	1,375,450	2,215,839	2,280,444	40,000	2,320,444
Central Computer	15,183	7,908	19,346	1,932	21,278
Equipment	15,152	-	-	-	-
Transfers	160,161	140,000	250,397	(20,736)	229,661
Total Appropriation	4,347,924	6,142,170	6,341,091	138,554	6,479,645
<u>Revenue</u>					
Fines & Forfeitures	110,954	159,000	159,000		159,000
Use of Money & Property	44,719	-	-		-
Current Services	4,972,517	5,841,070	6,026,991	138,554	6,165,545
State, Federal or Gov't Aid	102,847	70,000	70,000		70,000
Other Revenue	91,850	72,100	85,100	-	85,100
Total Revenue	5,322,887	6,142,170	6,341,091	138,554	6,479,645
Local Cost	(974,963)	-	-	-	-
Budgeted Staffing		88.5	86.5	3.0	89.5

TREASURER/TAX COLLECTOR

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>	
Salaries and Benefits	132,215 MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	64,605 Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	<u>11,438</u>
Subtotal Base Year Appropriation	<u>208,258</u>
Revenue	208,258
Subtotal Base Year Revenue	<u>208,258</u>
Subtotal Base Year Local Cost	<u>-</u>

Mid Year Adjustments

Board Approved Date and Description

Salaries and Benefits	(119,734)	March 20, 2001 - classification changes within the Treasurer/Tax-Collector Department.
Transfers	110,397	
Subtotal Mid Year Appropriation	<u>(9,337)</u>	
Revenue	(9,337)	
Subtotal Mid Year Revenue	<u>(9,337)</u>	
Subtotal Mid Year Local Cost	<u>-</u>	
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Total Appropriation Change	198,921	
Total Revenue Change	198,921	
Total Local Cost Change	-	
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Total 2000-01 Appropriation	6,142,170	
Total 2000-01 Revenue	6,142,170	
Total 2000-01 Local Cost	-	
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Total Base Budget Appropriation	6,341,091	
Total Base Budget Revenue	6,341,091	
Total Base Budget Local Cost	-	

TREASURER/TAX COLLECTOR

Board Approved Changes to Base Budget

Salaries and Benefits	117,358	3 Collection Officers
	<u>117,358</u>	
Services and Supplies	1,000	Increase in Phone Service - CMC Collectors
	(10,668)	Net decrease in ISD Services
	4,000	Increase in Computer Software Expense - CMC Collectors
	10,000	Increase in General Office Expense - CMC Collectors
	(182,861)	Decrease in Postage is due to using outside services
	218,529	Increase in Other Professional Services - \$25,000 CMC Collectors
	<u>40,000</u>	
Central Computer	<u>1,932</u>	
	<u>1,932</u>	
Transfers	<u>(20,736)</u>	
	<u>(20,736)</u>	
Total Expenditure Authority	<u>138,554</u>	
Total Appropriation	<u>138,554</u>	
Current Services	138,554	Estimated increase in revenue due to three additional Collection Officers
Total Revenue	<u>138,554</u>	
Local Cost	<u>-</u>	